

Didja Know?



- **As a government employee, we should be prudent travelers.**



“What does that mean?” you ask.



When calling for your hotel reservation, you should always advise the reservation clerk that you must have a government room rate.



**How do I even know what the
Government Lodging Rate is?!?**



**As you are creating your
Authorization in DTS, check the
Expenses – Per Diem Entitlements...**

Remember this screen?

KA060109_A01

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Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed						
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual						
06/02/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual						
06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE			
06/04/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE			
06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00	0.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE			

In this example the Gvt Lodging Allowed rate is \$88.

Reset All

Edit All



**If you do not request and receive the
Government Lodging Rate
you will be required to justify
why you are asking for
“Actual Lodging Expense”.**



**But I didn't ask for a
Government Rate when I booked
my room.**

**I was charged a higher rate
for my room.**



**Perhaps you should call the hotel
and ask if they will correct their
Lodging Rate on your bill.**



**Let the clerk know that you are
required to get the
Government Lodging Rate.**



**Request a corrected receipt
for your voucher.**



**But what if the hotel will not
cooperate and reduce my
room rate?**



**Referring back to an earlier slide,
you will need to justify the
Actual Lodging Rate to your program
manager.**



**If the Program Manager allows
the higher rate, you will be required
to make a change in DTS.**

See the next slide.....

Click Edit All

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Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE				
06/02/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
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06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	Edit	Reset	0.00	0.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE				

[Reset All](#)
[Edit All](#)

Click

Click Expenses – Per Diem Entitlements

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[Close Window](#)[Help for this screen](#)**Defense Travel System**
A New Era of Government Travel[Itinerary](#)[Travel](#)[Expenses](#)[Accounting](#)[Additional Options](#)[Review/Sign](#)[RETURN TO LIST](#)[Non-Mileage](#)[Mileage](#)[Per Diem Entitlements](#)[Substantiating Records](#)

Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: CAMP ROBINSON@LITTLE ROCK,AR

Values Apply From Date: 06/01/2009

Values Apply Through:

06/05/2009



Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimbursable, etc.

Per Diem Rate: 88 / 54

Lodging: \$ 88.00

Enter room rate

[View Expense Details / Currency Calculator](#)

M & IE: \$ 40.50

[View Expense Details / Currency Calculator](#)

Duty Conditions

Check all of the following that apply:

☐ Field Conditions

☐ Provided

Cost:

0.00

☐ Occasional

☐ Special Rate

Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

☒ **No Other Per Diem Entitlements**

☐ **Leave**

Check here if you are taking leave for the above date or date range.

☐ **Duty Day(s)(No Per Diem)**

Check here if you need to use Duty Day(No Per Diem) for the above date or date range.

☐ **Non-Duty Day(s)**

Check here if you need to use Non-Duty Day for the above date or date range.

☐ **Authorized Delay**

Check here if you need to use Authorized Delay for the above date or date range.

☐ **Actual Lodging**

Check here if you need to use Actual Lodging for the above date or date range.

☐ **OCONUS Incidental Amount** - (Used to reduce the daily incidental rate to the minimum.)

Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ **In Place** - (Used to increase the M&IE amount to 100% on first or last day of travel)

Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Cancel These Entitlement Changes and Return

Save These Entitlements

Then click here

Proceed to the following page:

Accounting Codes

Continue

And now for the Disclaimer:



**You only need to click on
“Actual Lodging” if the rate is
above the Government Rate.**

When you are going through your normal Digital Signature process, you will ultimately be directed to the “Pre-Audit” page.

The next screen shot shows what you will see and need to do to satisfy the Flag you got when you changed the lodging rate.

Logged In As:

Traveler Name:



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Accounting Additional Options Review/Sign

Auths. Pre-Audit Digital Signature

Type in your justification for the rate change for each day.

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructive Travel Worksheet](#)

1 Item has been Flagged in this Travel Document

1.

Reason Flagged

→ ACTUALS EXPENSE

Item Description

→ ACTUAL EXPENSE ALLOWANCE REQUESTED.

* Justification to Approving Official

[<Help>](#)

Justify why the rate is not the Government Lodging Rate.

Proceed to the following



**Actual Expenses are for
Mission Essential requirements.**

**Reviewers are responsible to
insure that the travelers are being
prudent too!**



Let's make it right!
Everyone must protect our assets.



**Hey, didja know that sometime in the
near future we will be adding all the
Didja Know tidbits on the HRO website?**

Yep! We are here to help!